

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, PERSONNEL
UNIT 29351
APO AE 09014

18 OCT 1997

AEAGA-CE (690-950)

CPD Letter 950-97-03

Filling Career Program Positions at Mandatory Referral Levels

1. PURPOSE: To establish procedures for filling career program positions at mandatory referral levels and rescind guidance contained in reference 1b.

2. References:

- a. AR 690-950, 8 September 1988, Career Management.
- b. Memorandum, HQ USAREUR, AEAGA-CE, 24 Jan 96, subject: Filling Career Program Positions at Mandatory Referral Levels (enclosure 1).
- c. Memorandum, HQ USAREUR, AEAGA-CE, 4 Jan 95, subject: Filling Career Program Positions at Mandatory Referral Levels (enclosure 2).
- d. Message, PERSCOM, TAPC-CPS, 301916Z Aug 91, subject: Military Spouse Preference - Army Civilian Career Program Mandatory Referral Levels (enclosure 3).
- e. Message, PERSCOM, TAPC-CPS-R-I, 051300Z Apr 89, subject: Career Program Coverage of Family Members (enclosure 4).

3. FILING INSTRUCTIONS: This policy is to be filed in front of Reference 1a.

4. GUIDANCE:

a. Employees serving on Veterans Readjustment Authority (VRA) appointments will no longer be eligible for consideration for career program positions at DA mandatory referral levels through local vacancy announcements. Employees serving on such appointments must submit required forms and be referred through the DA career referral system to receive consideration for vacancies at mandatory referral levels.

b. Management has the option of filling a career program position at a mandatory referral level from various sources to include transfer, reassignment, and reinstatement at the same grade level, or Delegated Examining Unit (DEU) register without considering candidates on a DA referral list. In accordance with reference 1c, management may also consider employees serving on family member (FM) and overseas limited appointments (OLA) without personal competitive status through local merit promotion announcements. Individuals eligible for VRA and FM appointments may be considered under external recruitment procedures. Sources such as FM, OLA, and VRA eligibles may only be

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considered in conjunction with a DA career referral list, not in lieu of these sources. This provision is not applicable when filling Comptroller Career Program (CP-11) positions. All competitive recruitment and filling of GS-12 through GS-15 positions covered by CP-11 will be accomplished by ACCES, unless an exception is obtained by the DA Career Program Manager for CP-11.

c. All Military Spouse Preference (MSP) candidates, even those on leave without pay (LWOP), will be accorded preference equally when filling overseas positions. Reference 1d requires that a noncompetitive MSP candidate be granted hiring preference over a candidate eligible for promotion if determined to be among the best qualified. Further, an MSP candidate who applies under a local announcement and is determined best qualified will block selection from the local announcement as well as the career referral list.

d. As discussed in reference 1e, current excepted service employees with personal competitive status, employees with eligibility for noncompetitive conversion/appointment to the competitive service, e.g. family members eligible under Executive Order 12721, or employees with eligibility under the DOD/NAF Interchange Agreement are authorized to register for career referral at mandatory referral levels. Such employees must submit required forms and be referred through the DA career referral system to receive consideration for vacancies at mandatory referral levels.

FOR THE DEPUTY CHIEF OF STAFF, PERSONNEL:

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